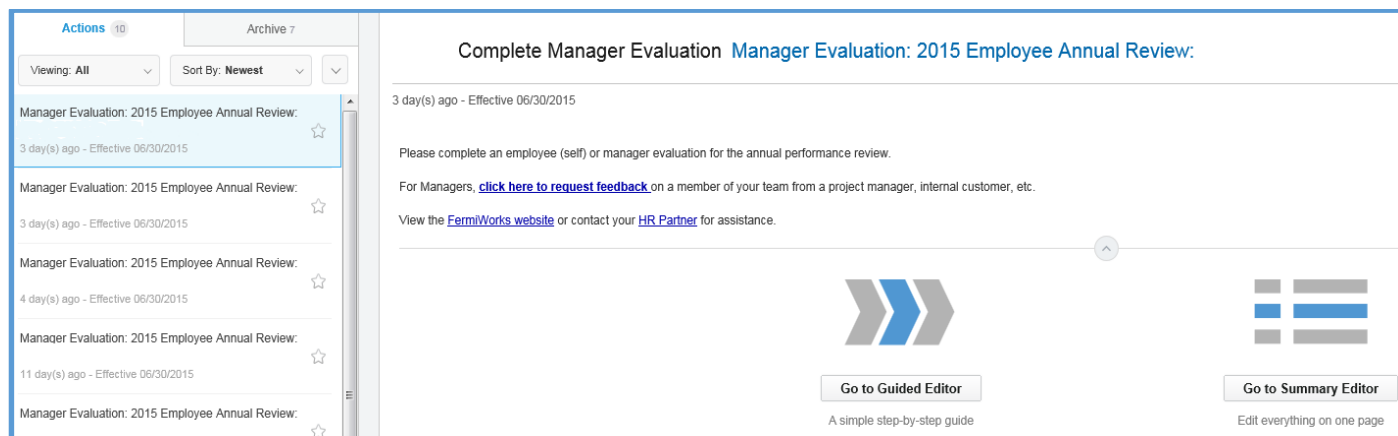


Instructions to Complete Manager Evaluation

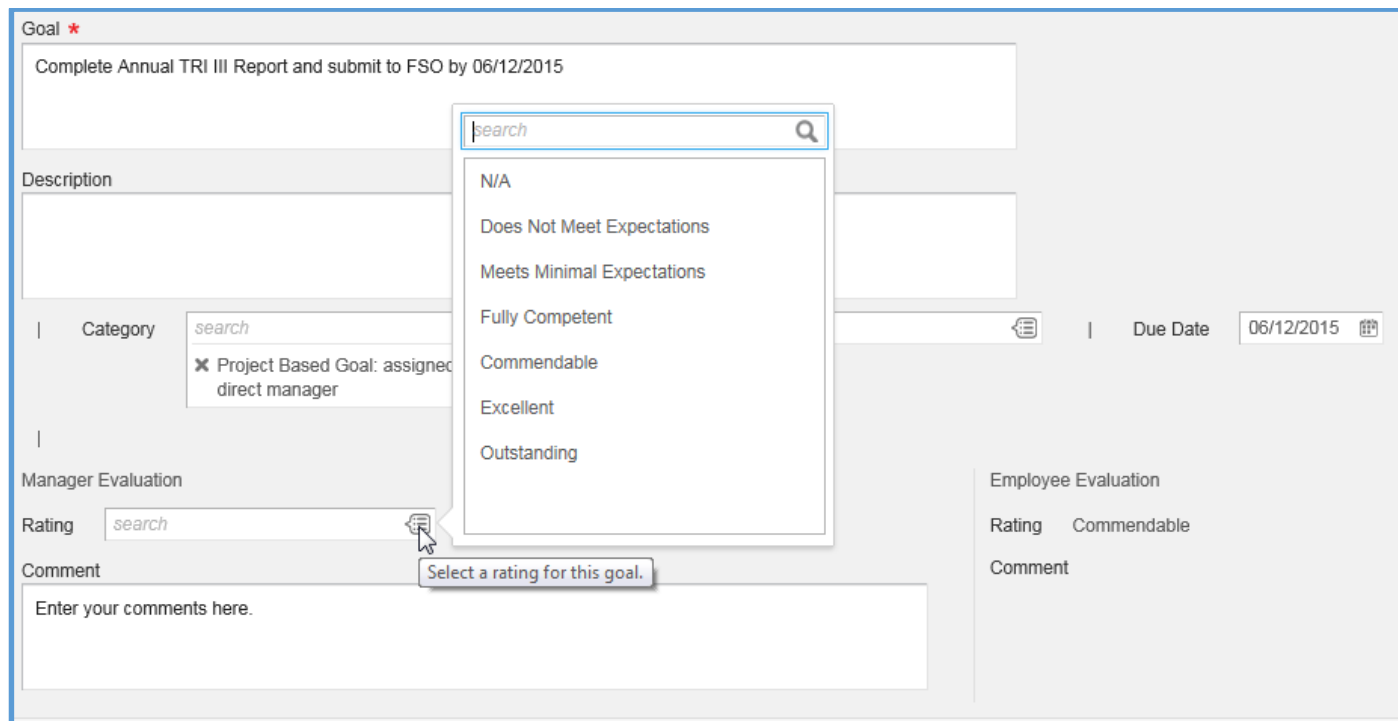
07.07.2015

Log on to FermiWorks and open your Inbox to view the completed employee(s) self-evaluations. If you would like gather formal feedback from another employee at the Laboratory (a project manager, internal customer, peer, etc.), click on the link to “Request Feedback.”



BUTTON	ACTION
Go to Guided Editor	Self-evaluation displays section by section
Go to Summary Editor	All self-evaluation sections display in one window

The manager must enter a **Rating** and **Comments** for each employee’s goal. Click the **Rating** field to open the section.



NOTE: If the employee did enter a status for the goal, you will not be able to enter a rating. Enter a Status for the goal and then enter your rating.

Click **Prompt** to display the pick list.

Select the appropriate Rating.

RATING	DEFINITION
Does Not Meet Expectations	Performance is well below the minimum position requirements. Requires immediate review and action including implementation of Performance Improvement Plan (PIP).
Meets Minimal Expectations	Performance leaves room for improvement. Employee may require either additional development in deficient technical areas; or, may be a new hire requiring familiarity with lab processes; or, is not responding favorably to coaching for performance improvement.
Fully Competent	Good, solid performance. Fulfills all position requirements and goals.
Commendable	Good, solid performance. Fulfills all position requirements and goals and may, on occasion, generate results above those expected of the position.
Excellent	Excellent performance that consistently generates results above those expected of the position. Contributes in an excellent manner to technical and functional innovations.
Outstanding	Outstanding performance that results in extraordinary and exceptional accomplishments with significant contributions to goals of the Department, Division or Laboratory.

Enter a comment for each goal.

NOTE: Please click outside of the comment text box after the comment is entered. If the cursor remains in the text box and FermiWorks times out, the comment will not be saved. You may also click on the “pencil” icon to edit and the “check box” icon to save your work as you are completing the review.

After all goals have been evaluated click **Next**.

Core Competencies

The **Managers** is required to evaluate each employee on the core competencies.

Click the **Manager Rating** field to open the section.

Click **Prompt** to display the rating categories.

For Managers (reviewers): **required** step to enter "manager evaluation" for each competency. Optional to enter comments.

[View here for rating category definitions.](#) Core competencies

Competencies - Core

Competency	Commitment to Safety
Description	Follows safety rules and stays current with required ES&H training; reports safety concerns to minimize risk of injury or illness to self or others; complies with safety rules; reports safety concerns to supervisor; takes measures to protect and
Manager Evaluation	Manager Rating
Manager Rating	search
Comment	

Done

Employee Evaluation

Employee Rating Commendable

Comment

Select the appropriate rating from the pick list.

Click **Done**.

Additional Accomplishments

The Manager may enter a comment in response to the optional additional accomplishment(s) entered in this section. This section is not rated.

Click **Next** if this section is blank.

Click Manager Evaluation to open the section.

For managers (reviewers): review accomplishments and comment as appropriate.

Additional Accomplishments

Add

Accomplishment *

Attended an passed examination for the DOT/NRC Radioactive Waste Packaging, Transportation, and Disposal Training

Manager Evaluation

Comment

Format 12p B / U S

Enter comments here

Employee Evaluation

Comment

Back Next

write of SAD chapter 5 for waste handling facilities.

Enter your comments in the **Comment** text box.

Click **Next** when all comments have been entered.

Career Development

The Career Development Plan is optional and allows an employee to formally express interest in career development. This section does not receive a rating. You may enter a comment and discuss a plan during the performance discussion. If you need assistance in setting up a formal development plan, please contact your HR Partner.

Click **Next** if this section is blank.

For managers (reviewers): review and discuss with your employee. Contact your [HR Partner](#) for assistance in creating a formal development plan, facilitating the discussion or general process questions.

Career Development

Question
Describe your interests for career development such as training, education, cross-functional assignments, project work, etc. To document a formal career development plan, discuss the plan with your manager and contact your HR Partner to facilitate the process.

Manager Evaluation

Answer

Format 12p B / U S [list icons] [link icon]

Enter comments here

Employee Evaluation

Answer
I am wanting to complete my masters' degree and apply that knowledge plus experience in an appropriate position at the laboratory.

BackNext

Overall Rating

Select one overall rating for the employee. This rating reflects performance on goals/job responsibilities and competencies during the current review period. Please contact your HR Partner prior to finalizing a rating of “meets minimal expectations” or “does not meeting expectations.”

Click the drop down arrow to display the ratings.

For managers (reviewers): Required step to enter an overall rating prior to submitting the review for approval.
[View here for rating category definitions.](#)

Overall

Manager Evaluation

Rating

- N/A
- Does Not Meet Expectations
- Meets Minimal Expectations
- Fully Competent
- Commendable
- Excellent
- Outstanding

Employee Evaluation

Rating (empty)

BackNext

Select an **Overall Rating**.

Click **Next**.

Summary

Review your entries on the Summary page. Click any section to make any edits.

Overall

Manager Evaluation

Rating

✖ Excellent

Employee Evaluation

Rating Commendable

Submit

Send Back

Save for Later

Close

Button	Action	Comment
Submit	The evaluation is complete and will be sent to your manager for review.	Neither you nor the employee will be able to make any edits.
Send Back	The employee should make changes.	You will be prompted to enter a comment so the employee will know what changes you would like them to make.
Save for Later	Complete the evaluation at a later time.	The evaluation remains in your FermiWorks Inbox.
Close	You can return to the complete the evaluation at a later time.	Your entries will be saved.